



CITY OF COVINGTON  
Community Development Department  
16720 SE 271st Street • Suite 100 • Covington, WA 98042  
Phone: (253) 480-2400 • Fax: (253) 480-2401  
www.covingtonwa.gov

## CONDITIONAL USE APPLICATION PACKET

There are certain uses, which the City considers to be unusual and therefore require special consideration. A review of project impact on the surrounding neighborhood and the vicinity is considered necessary before they are allowed to be established.

### CONDITIONAL USE CRITERIA

Section 18.125.040 of the Covington Municipal Code sets forth seven (7) conditions that must be addressed when an applicant seeks conditional approval of a project. They are summarized as follows:

1. The Project must be designed in a manner compatible with the character of existing development.
2. The location, size and height of the structure or other project elements shall not hinder neighborhood circulation or discourage permitted development in the area.
3. The design of the Conditional Use must be compatible with the physical characteristics of the property.
4. The requested modification to standards is limited to that which will mitigate impacts to an equal or greater level.
5. The Conditional Use is not in conflict with the health and safety of the community.
6. Pedestrian and vehicular traffic associated with the project will not be in conflict with existing neighborhood traffic.
7. The proposed use will be supported by adequate public facilities and will not adversely affect public services.

### PROCEDURE

The Conditional Use review process has four steps: pre-application meeting, formal application and completeness review, staff review and recommendation, public hearing and final decision by the Hearing Examiner.

A Pre-Application meeting shall occur before a Conditional Use Application will be accepted. Pre-application packets are available from the Permit Services Division. Each applicant must schedule a pre-application meeting as a first step in the process.

After a successful pre-application meeting, Applicants are permitted to submit a formal Conditional Use Application. Within 28 days of receiving your application, City staff will determine if it is complete. If the application is deemed complete, the City will notify the applicant in writing along with instructions for public noticing. If not, the applicant will be contacted by mail outlining what additional information is needed.

During the Site review process, staff may conduct an environmental analysis of the project if subject to the requirements of the State Environmental Policy Act (SEPA).

After Staff review, a report is prepared and forwarded to the Covington Hearing Examiner with recommendations. The Hearing Examiner will hold a Public Hearing to formulate findings of fact and issue a final decision based on the information provided. The Hearing Examiner's decision is final unless an appeal is filed with the Superior Court within 14-days of the decision.



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## CONDITIONAL USE APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by the Department. Please contact the Department if you feel certain items are not applicable to your project and should be waived. Staff review will not begin until the application is determined to be complete. All applicants must have a pre-application meeting.

The initial application materials start project review and vest the applicant's rights. However, they in no way limit the City's ability to require additional information as needed to establish consistency with development standards.

Department staff is available to answer questions about application materials at (253) 240-2400.

## RETURN THIS CHECKLIST WITH YOUR APPLICATION

### SUBMITTAL REQUIREMENTS

- ☐ Application Fee (per current Fee Resolution)
- ☐ Site Development Application and Checklist (1 copy)
- ☐ Water and Sewer Certificates (3 copies)
- ☐ Certificate of Transportation Concurrency
- ☐ A complete SEPA Checklist Application unless the project is categorically exempt (4 copies)
- ☐ Legal descriptions with original surveyor's stamp (can be included on plans)
- ☐ Property Owner Declaration (attach additional sheets for all property owners)
- ☐ Critical Areas Declaration (attach additional sheets for all property owners)
- ☐ Signed Authorization to Enter Premises (attach additional sheets for all property owners)
- ☐ Title report dated within 30 days of application
- ☐ Proof that the original lot(s) are recognized as separate lots pursuant to the provisions of RCW Ch. 58.17 (can be legal lot status and can be from title company)
- ☐ Detailed description of how the proposal meets all applicable design standards per CMC 18.30
- ☐ All existing environmental documents known to the applicant that evaluate all aspects of the proposed project
- ☐ A tree clearing plan, if required, pursuant to CMC 18.45 (can be included on plans)
- ☐ Preliminary landscaping plans (3 copies)
- ☐ Materials and colors data sheet in lieu of color board
- ☐ Traffic study, per WSDOT standards (2 copies)
- ☐ Drainage analysis (2 copies)
- ☐ Any required critical area studies, including wetland/stream delineation by certified biologist (2 copies)
- ☐ One set of 11 x 17 Assessor's maps with:
  - ☐ Project site outlined in red
  - ☐ All properties within 500 feet outlined in yellow
- ☐ Four (4) sets of mailing labels in 3-column format and electronic database or spreadsheet format file of all property owners within 500 feet of the subject property

### PLAN DIMENSIONS AND NUMBER REQUIRED

- ☐ 6 sets of 24 x 36
- ☐ 5 sets of 11 x 17
- ☐ One set of 8½ x 11
- ☐ 21 sets of 11 x 17 site plan only



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## CONDITIONAL USE APPLICATION CHECKLIST

Plans shall include the following:

- ☐ A vicinity map showing location of the site.
- ☐ Preliminary Surveyed Plan, drawn to a 1" to 20' or 1" to 30' scale, with the following information: (Use several sheets on one plat base map if necessary to clearly convey the information)
  - North Arrow, graphic scale, date and stamp of the licensed land surveyor
  - Location of existing (dashed lines) and proposed (solid lines) property lines and easements
  - All lots numbered and fully dimensioned; building setback lines shown in each lot (dotted lines)
  - Location and names of adjacent roads
  - Location, dimensions and names of new road improvements, rights-of-way, and easements
  - Location of existing and proposed sidewalks and planting strips
  - Location of existing structures with setbacks
  - Existing and proposed utilities easements; clearly identify what is proposed and what is existing; provide documentation of existing easements
  - Locations of nearest fire hydrants (with water district identification numbers shown)
  - Location of any existing or proposed public trails, parks or other permanent open space on or adjacent to the site
  - Existing significant trees (over 6" dbh) by species
  - Boundary lines of adjacent lands, whether subdivided or not, indicated by dotted lines for a distance of no less than 300 feet from the external boundary of the subject property; include the adjacent property zoning
  - Indications as to how this proposed development will connect or provide future connections to surrounding properties
  - Topographical plan showing existing and proposed contours at 2-foot intervals for critical areas and their buffers
- ☐ Other information using the preliminary plan as a base map:
  - Location and classification of any watercourses, wetlands or other critical areas
  - Existing and proposed grades at 2-foot intervals, with slopes in excess of 20% to be clearly identified; all contours shall extend at least 50 feet beyond the subject property
- ☐ Preliminary floor plans and elevations



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## CONDITIONAL USE APPLICATION

<b>STAFF USE ONLY</b>	Project Number: _____ Application Date: _____
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**NAME OF PROJECT/DEVELOPMENT:** \_\_\_\_\_

**LOCATION OF PROJECT/DEVELOPMENT:**

*Give street address or, if vacant, indicate lot(s), block, and subdivision OR tax lot number, access street and nearest intersection. If proposal applies to several parcels, list the streets bounding the area.*

ADDRESS: \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_

LEGAL DESCRIPTION(S): \_\_\_\_\_

Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ *(This information is on your tax statement.)*

**PRIMARY CONTACT PERSON**

☐ Applicant

*Main contact regarding application, to whom all notices and reports shall be sent.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY OWNER**

☐ Applicant

*Legal owner as indicated on Property Owner Declaration. Attach a list of any additional property owners with the following information.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## PROPERTY OWNER DECLARATION

<b>STAFF USE ONLY</b>	Permit/Project Number: _____ Application Date: _____
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I/We make the following statements based upon personal knowledge:

1. I am/We are the current owner(s) of the following parcel number(s) that is/are the subject of this application, including all rights-of-way, easements, or other property ownerships which are necessary to fulfill the requirements of the application: \_\_\_\_\_
2. All statements contained in the application are true and correct to the best of my/our knowledge.
3. The application is being submitted with my/our knowledge and consent.

I/We declare under penalty of perjury under the laws of the State of Washington that the foregoing statement is true and correct.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_  
City State

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone Number

State of Washington }  
County of King } ss.

I certify that I know or have seen satisfactory evidence that \_\_\_\_\_ (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Notary Public in and for the State of Washington  
My appointment expires: \_\_\_\_\_  
(Notary Seal or Stamp)

State of Washington }  
County of King } ss.

I certify that I know or have seen satisfactory evidence that \_\_\_\_\_ (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Notary Public in and for the State of Washington  
My appointment expires: \_\_\_\_\_  
(Notary Seal or Stamp)

***Use additional pages as needed for all property owner signatures.***